

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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A. Permittee Name: City of Lakewood

B. Permittee Program Supervisor: Lisa Ann Rapp

Title: Director of Public Works

Address: 5050 Clark Avenue

City: Lakewood

Zip Code: 90712

Phone: 562-866-9771

Fax: 562-866-0505

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The Department of Public Works is responsible for management of Lakewood's NPDES Program. The Director of Public Works, through delegation to the Senior Management Analyst coordinates the NPDES program. The NPDES program is a cooperative effort of all city departments; several contract service providers and construction contractors, and the County of Los Angeles. The table below indicates the number of individuals responsible for management oversight of the NPDES program. The actual number of individuals responsible for carrying out the specific activities of the NPDES program is much higher. To date, no significant problems have been identified in the coordination between all parties involved with implementing the NPDES program.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	LKWD PW – LKWD Admin – LACDPW	3
2. Industrial/Commercial Inspections	LKWD PW - LACDPW	2
3. Construction Permits/Inspections	LKWD PW – LKWD CD - LACDPW	3
4. IC/ID Inspections	LKWD PW – LKWD CD - LACDPW	3
5. Street sweeping	LKWD PW	1
6. Catch Basin Cleaning	LKWD PW - LACDPW	2
7. Spill Response	LKWD PW – LACDPW –LACFD	3
8. Development Planning (project/SUSMP review and approval)	LKWD PW - LACDPW	2
9. Trash Collection	LKWD PW	1

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

On February 15, 2012, 77 field employees from Public Works, Water Resources and Recreation/Community Services received General Storm Water Training & Municipal Maintenance Activities.

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

The primary funding source for the NPDES program is from the general fund. Some limited funding for the program is provided through the Used Oil grants, although these grant monies have been dramatically reduced by the State. The City continues to seek additional grants for funding of current and expanded NPDES activities.

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

N/A

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Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$191,247	\$218,216
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$475,532	\$431,900
3. Industrial/Commercial inspection/ site visit activities	\$66,702	\$103,386
4. Development Planning	\$103,626	\$355,588
5. Development Construction a. Construction inspections	\$637,628	\$647,158
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	U \$619,000 \$27,000 \$4,573,766 \$30,000 U	U \$632,000 \$30,000 \$4,995,639 \$30,000 U
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	U U	U U
8. Monitoring	TBD	TBD
9. Other	U	U
10. TOTAL	\$6,727,201	\$7,447,887

List any supplemental dedicated budgets for the above categories:

The city receives grant monies to fund litter reduction activities and used motor oil and filter recycling activities.

List any activities that have been contracted out to consultants/other agencies:

The city contracts with LACDPW to perform many activities required under the Order 01-182. Some of these activities are performed as part of other contracts and although the tasks are performed, the ability to cost and track specific tasks is impossible. These activities include but are not limited to maintenance of catch basins and open channels, plan review for SUSMP applicability and compliance, some public outreach and inspection services.

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

The city has determined that the County-wide SQMP meets the needs of the city largely on the fact that Lakewood contracts with LA County for several services outlined in the countywide SQMP. Having the same plan eliminates the need to retrain County employees regarding storm water policies and procedures. Should local conditions change, a local SQMP may be reconsidered at that time.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

N/A

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? San Gabriel River & Los Angeles River
2. Who is your designated representative to the WMC? Konya Vivanti
3. How many WMC meetings did you participate in last year? 13
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The city continues to benefit from monthly NPDES meetings. Discussions related to BMP implementation and maintenance allows cities to learn from each other. NPDES program issues are discussed and ideas are exchanged. Having monthly meeting, which is more than the required quarterly meetings, allows the city to stay informed and keep storm water a high priority.

5. Attach any comments or suggestions regarding your WMC. N/A

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.

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3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None at this time.

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

City has not researched or otherwise analyzed the potential for additional exemptions.

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In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

a) How many storm drain inlets does your agency own? 33

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 33

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 33

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

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d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? 30

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

The city contracts with the County of Los Angeles to maintain the signage posted as required by Order 01-82. City staff routinely inspects signage as part of daily travels within the city. Any missing or non-legible signage is reported to the County for replacement. "Drains into the Ocean" stencils are also available in the Public Works Department.
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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number? County of L.A. Number
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☒
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? Unknown
- g) Describe the process used to respond to hotline calls.
- Most calls received through the hotline are handled directly by the LACDPW, which maintains the MS4 system in Lakewood. Should city involvement be required, LACDPW calls city staff to respond to the scene. The city has a service response system to track and respond to storm water related calls. The city received 191 calls on our service request system.
- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
- If not, when is this scheduled to occur? N/A

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐

How many Public Outreach Strategy meetings did your agency participate in last year? 2

Explain why your agency did not attend any or all of the organized meetings.

The meeting time overlaps with another scheduled meeting at the city.

Identify specific improvements to your storm water education program as a result of these meetings:

Although the City of Lakewood has an extensive public education program, attending the county-wide meetings allows an information exchange between other storm water coordinators.

List suggestions to increase the usefulness of quarterly meetings:

Integrating other related environmental programs such as sanitary sewer waste discharge requirements and fats, oil and grease programs. Provide additional training to storm water coordinators.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? 88,000
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The City continues to work with the County of Los Angeles Environmental Defenders Program and Environmental Education for Teachers.

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- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution *(Principal Permittee only)*? Yes ☐ No ☐

If not, explain why.

N/A

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts *(Principal Permittee only)*.

N/A

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies *(Principal Permittee only)*?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 5?

N/A

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed *(Principal Permittee only)*. All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

Outreach materials were sent via direct mail postcards, weekly e-newsletters, and brochures to residents. Information is available at City Hall and on the city's website. Information is provided to developers during the plan check process. The city has numerous community events throughout the year such as: Earth Day/Walk; Pan Am Fiesta; Summer Stampede Car Show; and Safety Expo that outreach materials are available to residents, the general public and community groups.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains *(Principal Permittee only)*.

N/A

- b) How many corporate managers did your agency *(Principal Permittee only)* reach last year? N/A
- c) What is the total number of corporations to be reached through this program *(Principal Permittee only)*? N/A

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years *(Principal Permittee only)*? N/A Yes ☐ No ☐
If not, describe measures that will be taken to fully implement this requirement.

N/A

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- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒

If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? 2

Which newspapers or radio stations ran them?

Local cable channel, local community newspapers, city newsletters, and the Chamber of Commerce.

Who was the audience?

Lakewood residents, visitors, commercial and retail businesses.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☐ No ☒

Estimated dollar value/in-kind contribution: N/A

Type of media purchased: N/A

Frequency of the buys: N/A

Did another agency help with the purchase? Yes ☐ No ☒

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒

If so, describe the type of advertising.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐

Describe the materials that were distributed:

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The city distributed Project Pollution Prevention Cards on various topics (i.e. pet waste, car care, fertilizing, pesticides, painting and swimming pools) and a storm water 101 fact sheet, puzzle, coloring sheets and quiz at community events. Storm water information is also available on the city's website.

Who were the key partners? Community based groups and local businesses.

Who was the audience (businesses, schools, etc.)?

Residents, students, businesses and community groups.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐

How many events did you attend? 4

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐

If so, what is the address? www.lakewoodcity.org

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐

Do you feel that behaviors have changed? Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

The city continues to receive inquiries about storm water related events. Residents are inquiring and calling into the city's customer service division about discharging water, spills and dumping incidents which indicates that the city's outreach efforts are effective. The city is receiving more calls requesting information related to the environment, including oil kits, battery boxes, household hazardous waste roundup dates, sharps disposal, and general how-to information regarding environmental issues and programs.

13. How would you modify the storm water public education program to improve it on the City or County level?

Additional funding would enable the city to conduct a more aggressive program to educate the general public, thereby possibly resulting in the decrease of potential pollutants.

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Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒No ☐

Comments/Explanation/Conclusion:

The city works closely with the County of Los Angeles Industrial Waste Division to update the database for critical sources on an ongoing basis. This inventory is also cross referenced with city's business license database.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurants	110	110	100	U
Auto Service	22	22	100	U
RGOs	18	18	100	U
Other	73	73	100	U
Total	223	223		

Comments/Explanation/Conclusion:

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

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Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurants	110									
Auto Service	22									
RGOs	18									
Other	73									
Total	223									

Comments/Explanation/Conclusion:

Inspections completed by Los Angeles County Industrial Waste Division and the Los Angeles Health Department.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Notice of Violation	31		31		31		U

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Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Restaurants	0	25	0	0
Auto Service	0	2	0	0
RGOs	0	0	0	0
Other	0	4	0	0
Total	0	31	0	0
Comments/Explanation/Conclusion:				

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

The city continues to work closely with the County of Los Angeles Industrial Waste Division to provide cost effective and efficient inspection services. The city has contracted with the County since the city's incorporation in 1954. Staff continues to work with the city's Business License Division to identify and include businesses not included in the Industrial Waste Program.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.
Attached

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

The city works with individual developers and the County of Los Angeles, Building and Safety Division to determine which BMPs would best meet the requirements described in the above questions. The city requires developers to choose from the approved BMP list found in the SUSMP handbook, the "Pollution Source Control Practices" manual and various other approved documents listing BMPs (e.g. CASQA BMP Manuals).

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The city is located in the lower San Gabriel River and Reach 1 of the Los Angeles River and is not required to develop or implement peak flow controls as described in Order 01-182.

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐
6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

The city adopted Ordinance 2002-7 entitled "*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD, CALIFORNIA, IMPLEMENTING THE STANDARD URBAN STORM WATER MITIGATION PLAN OF THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD FOR THE LOS ANGELES REGION BY AMENDING CHAPTER 8 OF ARTICLE V OF THE LAKEWOOD MUNICIPAL CODE ADOPTING THE "STANDARD URBAN STORM WATER MITIGATION PLAN"*" In addition, the city works closely with the County of Los Angeles, Building and Safety Division to facilitate the incorporation of SUSMP design standards in new and redevelopment projects. All developers must comply with SUSMP standards before the County of Los Angeles and/or the city issues permits.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- | | |
|---|---|
| a) Residential | 0 |
| b) Commercial | 2 |
| c) Industrial | 0 |
| d) Automotive Service Facilities | 0 |
| e) Retail Gasoline Outlets | 0 |
| f) Restaurants | 0 |
| g) Parking Lots | 0 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects | 2 |
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 1.00%
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The city has instructed the County of Los Angeles, Building and Safety Division to review all projects against the 1-acre standard. All industrial and commercial facilities are reviewed by the County of Los Angeles for SUSMP implementation.

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 0
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

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13. Did your agency update any of the following General Plan elements in the past year?

- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

14. How many targeted staff were trained last year? 75
15. How many targeted staff are trained annually? 75
16. What percentage of total staff are trained annually? 100%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers?
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The city relies on the County of Los Angeles as the principal permittee to complete this task with input and involvement from all co-permittees. Currently, the city relies on staff, County of Los Angeles plan checkers, and development community for input regarding siting and design of BMP implementation.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

The city via the Los Angeles County Building Inspectors actively inspects all construction sites to ensure that construction activities do not violate storm water regulations. Inspections are conducted routinely through site visits for building permit inspections by County of Los Angeles building inspectors. The city conducts inspections periodically as they drive around in the city in the performance of their duties.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

The building clerk for the city requires all developers to submit a copy of the Notice of Intent (NOI) and certification that a SWPPP has been prepared prior to issuing the grading permit. The building clerk has been trained that all grading projects should be checked against the standard to determine applicability of this standard to the specific project.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 1
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 1
7. How many building/grading permits were issued to construction site less than one acre in size last year? 192
8. How many construction sites were inspected during the last wet season? 192
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	U	U	U	U
Off-site discharge of other pollutants	U	U	U	U
No or inadequate SWPPP	U	U	U	U
Inadequate BMP/SWPPP implementation	U	U	U	U

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

The city contracts with the Los Angeles County Building Department for inspections and enforcement. This information is available from the County's Building Department.

11. Describe the system that your agency uses to track the issuance of grading permits.

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The city building clerk enters all grading permits into the County of Los Angeles DAPTS Permit Tracking System. County of Los Angeles staff then reviews all grading permits for size of project and compliance with storm water objectives.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
 (only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 2
- c) How many did your agency respond to? Response by CSMD
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? Response by CSMD
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
 Response by CSMD
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

The city is a member of the County of Los Angeles - Consolidated Sewer Maintenance District (CSMD). The CSMD receives, responds to, contains, cleans as well as reports all calls of sewage overflows or spills, complaints and any sewage leaks on behalf of the city to all required regulatory agencies.

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- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4?

Yes ☒ No ☐

If so, describe the program:

Response
by CSMD

The city is a member of the County of Los Angeles - Consolidated Sewer Maintenance District (CSMD). The CSMD repairs, receives, responds to, contains, cleans as well as reports all calls of sewage overflows or spills, complaints and any sewage leaks on behalf of the city to all required regulatory agencies.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ?

0 %

- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites?

0

How many were 5 acres or greater in size?

0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The city currently has an Industrial Activities Storm Water General Permit for the Nixon Yard facility. A Storm Water Pollution Prevention Plan is on file with the city as part of this permit.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

(1) Good housekeeping practices - Areas are inspected and cleaned frequently.

(2) Material storage control - Most materials are stored under cover or covered prior to a storm event.

(3) Vehicle leaks and spill control - Any visible leaks and spills are cleaned up immediately. Most maintenance of vehicles occurs within an enclosed building and protected from rain or runoff flows.

(4) Illicit discharge control - Frequent inspections detect illicit discharges. If any discharges are found, clean up is conducted immediately and practice is discontinued or modified.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
If not, what is the status of implementing this requirement?

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N/A

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

A certified applicator is only employee allowed to apply pesticides, herbicides, and fertilizers. The protocol includes procedures and consistent with State of California regulations regarding the application handling of pesticides, herbicides, and fertilizers.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Procedures and policies address the issues of no application of pesticides or fertilizers prior to or shortly after a rain event.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

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N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The city uses reclaimed water at the majority of the public owned facilities. The city uses recycled wood chips in planter beds in place of fertilizer and pesticides are only used if plants are diseased or infested.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|---------------------------------|
| Priority A: | 11 City-owned |
| Priority B: | 1 City-owned, 21 County-owned |
| Priority C: | 21 City-owned, 903 County-owned |

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- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

During this reporting period, the city installed several CDS and ARS units in catch basins that discharge to the Los Angeles River and San Gabriel River. In addition, the City has every City street swept on a weekly basis, on both sides of the street. Sweeping follows the day after trash is collected. Major arterials are swept in the early morning, on the same day as the adjacent residential streets. Street sweeping signs providing parking time restrictions are posted at the entrance of each area. Residents violating the street sweeping regulations are given parking citations for parking on the street when the street is going to be swept during the designated hours. The City has trash cans at bus stops throughout the City.

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- e) How many times were all Priority A basins cleaned last year? 4
- f) How many times were all Priority B basins cleaned last year? 2
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year? 5.79 from City & County catch basins
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? 4
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
 - (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐
 - (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? 100%

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- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☐ No ☒
Is the prioritization attached? Yes ☐ No ☒
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

N/A

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☐ No ☐
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

The city does not maintain the MS4. The County of Los Angeles provides for this service under contract for the 33 city-owned catch basins. The city is highly confident that the County implements proper Best Management Practices to minimize discharges.

- s) Where is removed material disposed of?

The County of Los Angeles is responsible for the disposal of any materials removed on the city's behalf.

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6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
 - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
 - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
 - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
 - (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? All city-owned lots are swept every week.

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8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☒ No ☐

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

The city owns 33 catch basins within the entire storm drain system. There are no permitted connections within these 33 catch basins. The city has worked closely with the County of Los Angeles to facilitate implementation of the IC/ID program. The city is unaware of any illicit connections to the system.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The city continues to work closely with the County of Los Angeles to identify and eliminate illicit discharges and Illicit connections to the MS4 system. If illicit discharges or Illicit connections are identified, the city works closely with the County of Los Angeles to resolve the issue. The city has the ability to prosecute violations through the City Prosecutors office or the County District Attorney.

4. Describe your record keeping system to document all illicit connections and discharges.

The city documents all illicit connections and discharges reported by residents. The city has three (3) customer service employees at city hall to answer all reports of illicit connections and discharges reported by residents. These reports are then entered into the city's automated Service Request (SR) System for resolution. All reports in the SR System are verified by city staff, crews or inspectors to determine what appropriate action should be taken. If it is determined that something has entered the MS4, then the County of Los Angeles is immediately notified. The city then works closely with the County.

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5. What is the total length of open channel that your agency owns and operates? 0
6. What length was screened last year for illicit connections? 0
7. What is the total length of closed storm drain that your agency owns and operates? 0
8. What length was screened last year for illicit connections? 0
9. Describe the method used to screen your storm drains.

The County of Los Angeles performs screening activities of all storm drains within the city.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0
11/12	0	0	0	0	0	0	0

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11. Explain any *other* actions that occurred in the last year. N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

<24hrs

a) Were all identified connections terminated within 180 days?

Yes ☒ No ☐

b) If not, explain why.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	22	6	16	0	0	0	0
02/03	21	8	13	0	0	0	0
03/04	13	7	7	0	0	0	0
04/05	12	7	7	0	0	0	0
05/06	U	U	U	U	U	U	U
06/07	U	U	U	U	U	U	U
07/08	3	0	3	0	0	0	0
08/09	19	0	18	0	0	0	0
09/10	18	18	4	2	0	0	0
10/11	22	6	16	0	0	0	0
11/12	32	32	6	4	0	0	1

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14. What is the average response time after an illicit discharge is reported?

1 hr

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

15. Describe the your agency's spill response procedures.

The city maintains a 24/7 emergency response system known as the "Gatekeeper" system. This system is capable of responding to any situation within minutes if necessary. Most incidents regarding storm water are referred to the County of Los Angeles. The city is under contract with the County to perform many of the maintenance and emergency response activities required under Order 01-182.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

No improvements needed at this time. The communication between the city and Los Angeles County has worked well during the past year. The County has responded and resolved any calls relating to IC/ID.

17. Attach a list of all permitted connections to your storm sewer system.

The city does not permit any connections to our storm sewer system.

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V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
 - 1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 - 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 - 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 - 4. A list of specific program highlights and accomplishments;
 - 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 - 6. Interagency coordination between cities to improve the storm water management program;
 - 7. Future plans to improve your agency's storm water management program; and
 - 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- C. List any suggestions your agency has for improving program reporting and assessment.

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VII. Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the 4 day of September, 2012,

at Lakewood, California.

Printed Name Lisa Ann Rapp Title Director of Public Works

(Signature) _____

Signature by duly authorized representative